



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Performance Management Program Performance Improvement Plan Instructions



PURPOSE

The Performance Management Program (PMP), a system for the appraisal of employee work performance, was established for Management Supervisory Service (MSS), Excepted Service, and non-unionized supervisory and managerial Career Service employees. While the vast majority of employees meet performance expectations, there are instances when employees consistently fail to meet the performance expectations of their position. In these cases, it is important for supervisors to take the necessary steps to help these employees improve and to take appropriate action if their performance does not improve.

The purpose of the *Performance Improvement Plan* is to ensure that an employee whose job performance fails to meet the minimum requirements of the position is given at least 30 days and up to 90 days to improve his/her performance before any disciplinary action is taken. Since a failure to meet the requirements of a *Performance Improvement Plan* may carry negative consequences, including reassignment, demotion, or removal, it is essential that a supervisor who decides to begin this process follow the procedures outlined in Part I of Chapter 14 of the District Personnel Manual (DPM) very closely. The following *Performance Improvement Plan* template is provided to help supervisors comply with these procedures.

TIME CONSIDERATIONS

A supervisor may complete a *Performance Improvement Plan* at any time during the rating period that an employee's performance becomes deficient and when an employee is assigned an annual performance rating of 1 – "Does Not Meet Expectations" or 2 – "Needs Improvement." After the *Performance Improvement Plan* is given to the employee, he/she will have a 30 to 90-day period to improve performance. At the conclusion of this period, the supervisor shall determine if the employee has met the requirements of the *Performance Improvement Plan* and issue a written decision.

INSTRUCTIONS FOR COMPLETING A PERFORMANCE IMPROVEMENT PLAN

To draft a *Performance Improvement Plan*, complete each of the following steps:

1. Complete the employee information section as follows:
 - 1) **Employee's Name:** Last, First, and Middle Initial.
 - 2) **Title:** Provide the employee's position title.
 - 3) **Grade/Step:** Provide the employee's current grade and step.
 - 4) **Rating Period:** Provide the rating period dates.
 - 5) **Agency:** Provide the agency name and agency code.
 - 6) **Date Completed:** Indicate the date that the *Performance Improvement Plan* was completed.
2. Next to "Date Issued," provide the date that the *Performance Improvement Plan* will be given to the employee.
3. Mark one box to indicate the reason why the employee is being given the *Performance Improvement Plan*.
4. Provide the employee with the start and end dates of the 30-day to 90-day period that will be provided to improve performance.
5. In the left-hand column of the box in the center of the *Performance Improvement Plan* template, place a mark next to each competency and/or S.M.A.R.T. goal that requires improvement. (This may require copying text from the employee's Individual Performance Plan.)
6. In the second column, state the required standards of performance for each deficient area.
7. In the third column, explain in detail what the employee must do to bring his/her performance up to the required standards in the deficient area.
8. In the fourth column, state how progress toward improvement will be measured.
9. In the right-hand column of the box, state how often progress will be measured.
10. Sign the *Performance Improvement Plan*.



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11. Make two (2) photocopies of the completed and signed evaluation:
 - 1) Send a copy to the Employee Relations Manager, DC Office of Personnel, 441 4th Street, NW, Suite 340 North, Washington, DC 20001. Phone: (202) 442-9650.
 - 2) Retain a copy for your records.
12. Meet with the employee to provide him/her with the *Performance Improvement Plan* and discuss performance expectations.

INSTRUCTIONS FOR COMPLETING THE WRITTEN DECISION

After the improvement period is complete, the supervisor must review the *Performance Improvement Plan* and determine whether the employee has met the requirements for improvement. Based on that determination, the supervisor must issue a written decision that discloses what action will be taken against the employee and provides justification. To draft a *Written Decision*, complete each of the following steps:

1. Complete the employee information section at the top of the page so that it matches the *Performance Improvement Plan*.
2. Next to "Date Issued," provide the date that the *Written Decision* will be given to the employee.
3. Provide the dates that the 30 to 90-day period in the *Performance Improvement Plan* began and concluded.
4. Mark one box to indicate which action resulted from the determination.
5. Provide a written explanation that describes the employee's performance during the rating period and ability improve throughout the duration of the *Performance Improvement Plan*.
6. Sign the *Written Decision*.
7. Make two (2) photocopies of the completed and signed *Written Decision*:
 - 1) Send a copy to the Employee Relations Manager, DC Office of Personnel, 441 4th Street, NW, Suite 340 North, Washington, DC 20001. Phone: (202) 442-9650.
 - 2) Retain a copy for your records.
8. Meet with the employee so that you may provide him/her with the *Written Decision* and discuss the result.